

June 7, 2022

Dear Mr. Moderator,

With the agreement of our CPAC chair, Clarissa Rowe (cc'ed), I'm writing to request that the attached CPA application by the Covenant Church be included in the Annotated Warrant to provide more material relevant to Town Meeting's potential reconsideration of Article 62.

This application has many details, including historic, that we believe will be informative to Town Meeting members. In addition, the application has several letters of support for the project by town representatives, residents, and community organizations (pages 14–26 of the application).

Sincerely,

Sue Doctrow  
Member, Community Preservation Act Committee  
Town Meeting Member, Precinct 21

cc. Clarissa Rowe, Community Preservation Act Committee Chair

# Community Preservation Act Committee Town of Arlington

## CPA Funding – FY2023 Final Application

One (1) electronic copy of the completed application must be submitted to the CPAC on **December 28, 2021** in order to be considered for advancement to the final application stage, with the electronic copy sent to [jwayman@town.arlington.ma.us](mailto:jwayman@town.arlington.ma.us)

Applications will be date stamped and assigned control numbers in the order that the hard copies are received. This PDF form may be completed on a computer using [Adobe Reader](#).

### 1. General Information

Project Title: Covenant Church Accessibility Improvements

Applicant/Contact: Don Mills, Church Member & Architect (Mills Whitaker Architects LLC)

Organization: Christian Life Fellowship Inc. (aka Covenant Church)

Mailing Address: 9 Westminster Avenue  
Arlington MA 02474

Telephone: 617-283-5377 E-mail: donmills@millswitaker.com

### 2. CPA Eligibility (refer to the chart on page A-4)

CPA Category (select one):


☐ Community Housing    ☒ Historic Preservation    ☐ Open Space    ☐ Recreation

CPA Purpose (select one):

☐ Acquisition    ☐ Creation    ☐ Preservation    ☐ Support    ☒ Rehabilitation & Restoration

### 3. Budget

Amount Requested: \$100,000 Total Project Cost: \$150,000

Signature  Date 28 Dec 2021

***Please answer and document all questions on the following page***

**PROJECT DESCRIPTION:** Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?

*To provide an accessible public entrance and restroom in an 1899 historic church.*

2. **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans? If so, please specify.

*This church is the visual cornerstone of the Mount Gilboa / Crescent Hill Historic District. Integrating accessibility into this facility will serve to preserve the historic character of the building and the neighborhood while expanding opportunities to serve a diverse population that can include those with mobility challenges. Preserving this community resource aligns with Articles 1 through 6 of the Town Goals developed by the Master Plan Action Committee: [Arlington's Town Goals](#)*

*Article 1: Community & Citizen Service*

*Article 2: Diversity*

*Article 3: Education*

*Article 4: The Environment*

*Article 5: Culture & Recreation*

*The project also supports the Master Plan's vision to create civic connections that encourage social interaction and foster a sense of community while being good stewards of our historic heritage.*

3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.

*See enclosed letters (13) from a range of organizations and individuals, others may have been sent directly to the CPAC. Letters included are listed in alphabetical order below:*

*Arlington EATS (1)*

*Arlington Historic Districts Commission (1)*

*Arlington Town Manager (1)*

*Arlington Town Meeting Members (2)*

*Former Pastor of Covenant Church (1)*

*Head Gardener of Covenant Church (1)*

*Housing Corporation of Arlington (2)*

*New Covenant School (2)*

*Sunrise Assisted Living (1)*

*Vero Health & Rehab of Watertown (1)*

4. **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies, or materials.

*See enclosed excerpt of information submitted with the preliminary application.*

5. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?

*The timeline as outlined in the preliminary application (see attached) proposes a schedule that will target completion of the project in time in the early fall of 2022. The schedule indicates that planning, documentation, and bidding will be done between ATM approval and the start of FY23, and those activities will be funded by a portion of the applicant's resources. Expenditure of CPAC funds will not be incurred prior to July 1, 2022. The reason for an expedited schedule is to avoid disruption during the school year. An alternative approach would be to perform the construction during the following summer if better pricing could be obtained by planning the work further in advance. In either case, the project will be completed well within the 30-month maximum duration as required.*

6. **Credentials:** How will the experience of the applicant contribute to the success of this project?

*Covenant Church has owned, occupied, and operated the building since purchasing it from the original congregation in 1994. The church completed two improvement projects, one in 1996 for life safety improvements (sprinklers, fire alarm) prior to locating the elementary school into the building and another in 2003 to renovate the sanctuary space. Both projects were successfully implemented on time and within anticipated budgets.*

*This application process and subsequent project is being managed by a member of the church who is also a Bow Street neighbor and a registered architect with experience in integrating accessibility into historic, community-use type projects. He also has done several CPA funded historic projects in other municipalities, including two current projects that are historic churches in Codman Square being funded by the City of Boston's CPA. Much of his work is in the realm of publicly funded projects: [Mills Whitaker Architects](#)*

*Other relevant credentials among church members: the church's pastor and one of its elders are graduates of Harvard Law School and are well-versed in contract negotiations; and several members are in the building trades with specialties in historic properties. The project will be overseen by a Building Committee with diverse professional experiences.*

7. **Budget:** What is the total budget for the project and how will funds be sourced and spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)

*The total estimated project cost is \$150,000, with \$50,000 from the church's reserve funds and \$100,000 requested from the CPAC funding. Itemization of the hard and soft costs are enclosed at the end of the attachments.*

8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

*As noted above, the church will commit 1/3<sup>rd</sup> of the total project cost from its reserves. No other funding is anticipated.*

9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

*The annual budgeting process of the church establishes a budget for ongoing facility maintenance and operating costs based on the facility's conditions and needs. This project will not incur any new categories of maintenance expenditures and may reduce annual costs due to replacement of the front foyer restroom piping and fixtures.*

10. **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

*Not applicable*

**ADDITIONAL INFORMATION:** Provide the following additional information, as applicable.

1. **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain what communications have occurred with the bodies that have control and how public benefits will be protected in perpetuity or otherwise.

*Covenant Church (Christian Life Fellowship Church, Inc) purchased the property from the Arlington Heights Baptist Church in March 1994. Refer to the attached property card "Sales Information" from the Arlington Assessor and the recorded Quitclaim Deed.*

2. **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPAC. Provide a copy of the actual or proposed restrictions that will apply to this project.

*Covenant Church's intent for the grant funds is to promote the long-term accessibility of its facilities on Westminister Avenue, and the building is located within a historic district in Arlington, which already requires Covenant Church to maintain the historic distinctiveness of the building. That said, to promote confidence that the CPA funds will be put to good use on a long-term basis and to anticipate any concerns, Covenant Church is willing to enter into a Grant Agreement with the Town of Arlington to safeguard its commitment to the historic nature of the building. While the parties would have to settle on specific language, the Grant Agreement would provide that within a certain number of years from the provision of the Grant, Covenant Church may not (a) alter the parts of the premises supported by the Grant; (b) apply for a variance for external revisions on the building; or (c) sell the premises, without either obtaining the Town's consent or repaying the Grant in full.*

3. **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.

*Not applicable*

4. **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.

*A "Certificate of Appropriateness" application and review with the AHDC will be required.*

5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.

*Since the facility houses an elementary school, an asbestos remediation and monitoring process conforming to AHERA standards has been in place since June 1996 when an "Asbestos Management Plan" was established, followed by three-year inspections and reports to confirm compliance with safety standards.*

6. **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.

*The building is a pre-existing use (religious and educational) located in an R-1 Residential District. No changes to the building or site require zoning review. The project will conform to current building code and accessibility regulations (see enclosed code narrative). A building permit will be required, and prior to issuance of the permit a "Certificate of Appropriateness" will be required from the AHDC. The permitting process will commence immediately following a successful approval vote at the Annual Town Meeting.*

7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.

*Not applicable*

8. **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration, or rehabilitation is proposed. Evidence that the applicant and the project team have the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.

*The project will follow the "Secretary of the Interiors Standards for the Treatment of Historic Properties" and all project elements visible from a public way will be reviewed by the Arlington Historic Districts Commission. The architect for the project is a resident of Bow Street and has been a member of the church since 2000. A few relevant historic rehabilitation projects by the architect that included accessibility improvements are:*

*1928 Isaac Harris Cary Memorial Building, Lexington MA (CPA funded)*

*1897 Roudenbush Community Center, Westford MA (CPA funded)*

*1835 Paul Revere House Education & Visitor Center, Boston MA*

*1892 Hancock United Church of Christ, Lexington MA (multiple phases)*

*1809 Park Street Church, Boston MA (multiple phases)*

*1848 Old Town Hall, Stow MA (design completed; construction pending CPA)*

*1813 Old Town Hall, Salem MA (recently selected for historic renovations)*

9. **Further Attachments:** Assessor's map showing location of the project.

*Assessor's Map (1 page)*

*Assessor's Property Card (2 pages)*

*Quitclaim Deed (2 pages)*

*Building Code Narrative (2 pages)*

*Letters of Support (13 pages)*

*Excerpt from CPAC Preliminary Application (12 pages):*

*Project Description, Photos, Drawings, Budget, & Timeline*

**Five-Year Community Preservation Act Forecast (New for FY2023)**

To help the committee collaborate with other Town funding mechanisms, the committee is looking to build out a five-year revenue and expenditure forecast.

1. Please list likely funding requests to the CPA Committee for FY2024-2027

Project Title	CPA Cat egor y*	Dollar Amount of Request per Fiscal Year			
		F Y 2 0 2 4	F Y 2 0 2 5	F Y 2 0 2 6	F Y 2 0 2 7
<i>None contemplated at this time</i>					

\*(Open Space/Recreation, Historic Resources, Community Housing)

REMINDER: Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors will be required to meet with Arlington's Town Manager before the Town enters into any contracts or issues any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.





- Places by Category
- Police Station
  - Fire Station
  - School
  - Library
  - Public Works
  - Tree - Inventory (for Base)
- Poles (For Base Maps - H)
- Traffic Signal Pole
  - Pedestrian Signal Pole
  - Street Light
- Parcels
- Buildings
  - Recreation - Facilities
  - Recreation - Fields Courts
  - Recreation - Fields Courts
  - Open Space: Conservation
  - Open Space - Minuteman
  - Open Space - Labels
  - Open Space
    - Town, State, or Private
    - Other Town Owned
- MA Highways
- Interstate
  - US Highway
  - Numbered Routes
- Abutting Towns
- Town Boundary
- Cemetery - Roads
- Road1
  - Road2
  - Road3
  - Road4
- Pavement Markings
- Impervious Surface - For B
- Street
  - Sidewalk
  - Street Island
  - Driveway
  - Parking Lot
  - Bike Path
- Roads - For Large Scale (F)
- Roads - For Small Scale (F)
- Major Road
  - Local Road
- Master Plan Base Map - M
- Water Line
- Water Body



0 71 142 ft

Printed on 12/27/2021 at 09:58 AM

Town of Arlington, MA







UK 243396203

QUITCLAIM DEED

V22 \$

ARLINGTON HEIGHTS BAPTIST CHURCH, a corporation duly organized and existing pursuant to Massachusetts General Laws, Chapter 180.

OF

Arlington, Massachusetts

IN CONSIDERATION OF

**\*\*TWO HUNDRED SIXTY THOUSAND (\$260,000.00) DOLLARS\*\***

GRANT TO

CHRISTIAN LIFE FELLOWSHIP CHURCH, INC.

DBA COVENANT CHURCH

OF

9 Westminster Avenue, Arlington, Massachusetts 02174

WITH QUITCLAIM COVENANTS

THE FOLLOWING DESCRIBED PREMISES:

The land with the buildings thereon situated in said Arlington, being shown as lot #19 on a plan of land entitled "Plan of Lands in Arlington belonging to the heirs of Samuel Lewis", Whitman & Breck, Surveyors, dated May 1882, duly recorded with Middlesex South District Deeds, Book of Plans 44, Plan 14, and, according to said plan is more particularly bounded and described as follows:

SOUTHWESTERLY	by Westminster Avenue, eighty (80) feet;
NORTHWESTERLY	by lot #18 on said plan, one hundred fifty (150) feet;
NORTHEASTERLY	by lot #40 on said plan, sixty-one and 85/100 (61.85) feet; and
SOUTHEASTERLY	by a street shown on said plan as forty (40) feet wide (now Park Avenue Extension) one hundred fifty-one and 1/10 (151.1) feet.

25.00

635

ARLINGTON HEIGHTS BAPTIST CHURCH

9 WESTMINSTER AVE.

9 WESTMINSTER AVE.

\*\*\* MASS. EXCISE TAX: 1185.60 \*\*\*

BK 24339+6204

Containing ten thousand six hundred thirty-nine (10,639) square feet of land.

Subject to and with the benefit of any and all easements and restrictions of record insofar as the same are now in force and applicable.

For title see deed recorded with said Deeds in Book 5282, Page 452.

**RONALD A. SANDERSON**, Treasurer of the Grantor Church hereby certifies that the Grantor complied with the requirements of Massachusetts General Laws, Chapter 180, Section 8A(c) and gave written notice to the Attorney General of the Commonwealth not less than 30 days before this conveyance, all in accordance with said provision.

In Witness Whereof **ARLINGTON HEIGHTS BAPTIST CHURCH** has caused its corporate seal to be hereto affixed and these presents to be signed in its name and behalf by **RONALD A. SANDERSON**, its Treasurer this 8<sup>th</sup> day of MARCH, 1994.

**ARLINGTON HEIGHTS BAPTIST  
CHURCH**

By *Ronald A. Sanderson* Treasurer  
**RONALD A. SANDERSON**, its  
Treasurer, Duly Authorized

**COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

Date: MARCH 8, 1994

Then personally appeared the above-named **RONALD A. SANDERSON** and acknowledged the foregoing instrument to be the free act and deed of Arlington Heights Baptist Church and the said **RONALD A. SANDERSON** further made oath as to certification of notice to the Attorney General of the Commonwealth, before me.



*[Signature]*  
Notary Public  
My Commission Expires: 7-22-99

**COVENANT CHURCH – ACCESSIBILITY IMPROVEMENTS**

**BUILDING CODE NARRATIVE (CMR Regs. 248, 521, 740)**

9 Westminster Avenue / Arlington MA 02474

27 December 2021 / Mills Whitaker Architects LLC

**General Information**

This project is limited to the provision of an accessible entrance and accessible restroom in an existing historic building. As such, code interpretations for compliance with 780 CMR Ninth Edition commences with Chapter 34 “Existing Buildings” in general, and its revisions to the 2015 International Existing Building Code (IEBC) starting with Chapter 12 “Historic Buildings.”

Accessibility improvements must be performed in compliance with current versions of 521 CMR and restroom upgrades must comply with 248 CMR.

**Building Code 780 CMR**

780 CMR 34 / 104.2.2.1: The project will have the following minor effects on building systems:

- Structural: the existing exterior wooden stoop landing will be replaced with a raised concrete landing flush with the interior finished floor; the existing porch posts at the entry canopy will be supported on the newly placed concrete.
- Means of Egress: no change to egress conditions other than to replace existing closers on the front pair of entrance doors with automatic operator type closers with interior and exterior actuators for handicap use.
- Fire Protection: existing sprinkler heads in the two front foyer restrooms will be relocated as needed due to the revised configuration of the restrooms.
- Energy Conservation: existing exterior walls and floor joist cavities above the crawl space will be insulated after removal of existing finishes.
- Lighting: existing lighting in the two restrooms will be replaced with LED fixtures and occupancy sensor type wall switches.
- Hazardous Materials: if any concealed asbestos-containing materials are found they will be legally removed and disposed of by a licensed abatement contractor.
- Accessibility: the existing front entrance will be made accessible and one of the two front foyer restrooms will be made accessible. Refer to 521 CMR narrative below.
- Ventilation: mechanical exhaust fans will be added to the two front foyer restrooms.

2015 IEBC / 1203.3: The existing entrance doors are a pair of 30-inch wide out-swinging doors, providing egress for 300 persons (60/.2 per 2015 IBC 1005.3.2), exceeding the occupant load of 215 persons per the 1996 Certificate of Inspection issued by the Arlington Inspector of Buildings. The doors will be outfitted with automatic operators for accessibility.

2015 IEBC / 503.1: The project scope consists of work that qualifies as “Alterations Level 2” since it modifies accessibility and reconfigures two restrooms. As such, work will conform to applicable portions of 2015 IEBC Chapters 7 and 8 (sections noted parenthetically).

Fire Protection: The existing building is equipped throughout with an automatic fire suppression system that will be maintained as part of this project (703 & 804).

Means of Egress: No change to egress other than adding automatic door operators with interior and exterior actuators to existing out-swing public entrance (704 & 805).

Accessibility: Providing accessible entrance and restroom in compliance with 521 CMR since those regulations are applicable to this project (705 & 806).

Structural: The original front posts supporting the entrance canopy will be re-supported at the raised accessible entrance landing foundations (707 & 807).

Electrical: Equipment and wiring in the renovated restrooms will meet the requirements of current codes as required (808).

Mechanical: The renovated restrooms will receive mechanical exhaust systems (809).

Plumbing: There is no change in the occupant load, so two existing restrooms will be replaced with an equivalent number of fixtures (810).

Energy Conservation: The renovated areas will be insulated to meet current code to the extent feasible given the depths of existing framing (708 & 811).

#### **Accessibility Regulations 521 CMR**

521 CMR 3/ Jurisdiction: The construction cost estimate is less than \$100,000 when excluding soft costs and contingencies, but ironically the threshold for accessibility compliance with the threshold of 3.3.1.b is the sole intention of the project. Hence, the provision of an accessible entrance and toilet room meets this requirement even if the cost exceeds \$100k. A drinking fountain is not required in the plumbing code for a House of Worship (Use Group A-4) and there is an existing accessible drinking fountain in the school area of the building (Use Group E). There are no public telephones located within the facility.

521 CMR 20/ Entrances: The sole public entrance for the building is the front entrance on the Westminster Avenue façade (25.1). The doorway on the Park Avenue Extension façade is for egress only and for removal of trash and recycling materials. The project intent is to make the public entrance fully accessible by providing an accessible walkway at a running slope of less than 1:20 to the front doors (24.1). This will require raising the exterior landing surface at the entrance to meet the interior finished floor height and adding automatic door operators to the existing pair of 30" wide doors (26.6 Exception).

521 CMR 30 / Public Toilet Rooms: The two single user restrooms in the front foyer will be reconfigured into two gender-neutral restrooms with one being accessible to meet the dimensional requirements of 521 CMR 30. The doorway into the accessible restroom will meet the pull side requirements for a "front approach" per Figure 26d and the push side requirements for a "hinge side approach" with a closer per Figure 26e.

#### **Plumbing Code 248 CMR**

248 CMR / 10.10(r): Two existing single use gender-designated restrooms will be converted into two single use gender-neutral restrooms as allowed by the current plumbing code.

**END OF CODE NARRATIVE**





*Neighbors Serving Neighbors*

Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington MA 02476

December 23, 2021

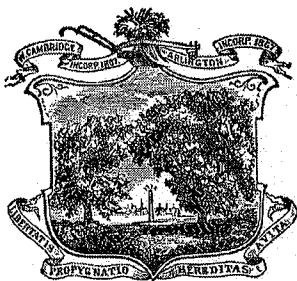
Dear Clarissa,

I'm writing this letter to support Covenant Church's request for funding to provide an accessible entrance and restroom in the 1899 community church building. Covenant Church has regularly collected food donations for Arlington EATS and has recently installed a bin to collect food donations at the top of their stairs that can be accessed by the community. This is not something EATS has been able to do at our current location, so we are grateful to Covenant Church for providing this type of service. Having an accessible entrance would make this service even more fruitful and would provide more food donations to Arlington EATS to share with our neighbors in need.

Sincerely,

A handwritten signature in black ink that reads "Andi Doane".

Andi Doane  
Executive Director



## ARLINGTON HISTORIC DISTRICT COMMISSIONS

Carol Greeley, Executive Secretary  
c/o Department of Planning and Community Development  
Town Hall Annex - First Floor  
730 Massachusetts Avenue  
Arlington, MA 02476

December 24, 2021

Community Preservation Committee  
c/o Julie Wayman  
Town of Arlington  
730 Mass Avenue  
Arlington, MA 02476

**Re: AHDC Support for Covenant Church CPA Application**

Dear Committee Members,

As Chair of the Arlington Historic District Commissions, I have been authorized by a unanimous vote of the Commissioners on Thursday December 16, 2021 to communicate the support of the Covenant Church's application for funding to improve accessibility of its facility located in the Mount Gilboa – Crescent Hill Historic District.

The Commissions recognize that this building is an important contributing structure to the District and, in fact, is one of the "gateway" buildings that welcome visitors to the District. The Commissions applaud and endorse making structure more accessible to the public and based on the preliminary drawings believe that the proposed changes will not compromise the historic character of the building. We note that, once finalized, any exterior changes require a formal application to and approval by the Commission.

Sincerely,

  
Stephen Makowka  
Chair, AHDC

cc: Adam Chapdelaine Town Manager  
Don Mills, Mills Whitaker Architects LLC  
JoAnn Robinson Chair AHC  
Carol Greeley AHDC Executive Secretary  
John Worden AHDC Secretary



**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine  
Town Manager**

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [townmanager@town.arlington.ma.us](mailto:townmanager@town.arlington.ma.us)  
[www.arlingtonma.gov](http://www.arlingtonma.gov)

December 22, 2021

Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington, MA 02476

Members of the Committee,

I am writing to provide comment in regard to the Covenant Church Accessibility Improvements grant request submitted by the Covenant Church. This grant request is in direct alignment with current goals and programmatic undertakings of various Town departments in regard to the accessibility and inclusivity of public spaces throughout Town.

Thank you in advance for your consideration of this request.

Best,

A handwritten signature in blue ink, appearing to read "Adam Chapdelaine".

Adam Chapdelaine  
Town Manager

Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington MA 02476

December 18, 2021

Dear Ms. Rowe,

I am a Town Meeting member in Precinct 21 and am writing to express my support for Don Mills' proposal for funding to provide an accessible entrance and restroom at Covenant Church, 9 Westminster Ave in Arlington.

Sincerely,

A handwritten signature in black ink, appearing to read "Jordan Weinstein". The signature is fluid and cursive, with a large, stylized initial "J" and a long, sweeping underline.

Jordan Weinstein  
23 Lennon Rd.  
Arlington, MA 02474  
617-290-1747

*Janice A. Weber*  
*29 Crescent Hill Avenue*  
*Arlington, Massachusetts, 02474-2501*  
*email: jawdbw@yahoo.com*

To: Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington, Massachusetts, 02476-4908

Ms. Rowe

I approve of the renovations of the Covenant Church funding through the CPA Committee as brought forth by Mr. Don Mills.

Sincerely,

*Janice A. Weber*

Janice A. Weber  
Town Meeting Member/Precinct 21

**Brian Emmet**  
**7 Bluffwood Avenue**  
**Chapel Hill, NC 27516**

Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington MA 02476

December 21, 2021

Dear Ms. Rowe:

I am writing in enthusiastic support of Covenant Church's application for CPA funds to address accessibility issues at its property at 9 Westminster Avenue.

I lived in Arlington Heights from 1985 until 2018, and served this church as pastor from 1996 until my retirement in 2018. As a regular walker, I am intimately familiar with the many changes the Town has undergone in the past thirty years, with a special focus on the Downing Square/Mount Gilboa neighborhood. I've regularly walked sections of the Minuteman Bikeway from Alewife to Lexington, and had my car serviced by Paul's Getty station, shopped Peter Pan, and gotten my hair cut, all in Downing Square.

For this neighborhood to have access to the kind of meeting space that Covenant Church wants to create through CPA funding strikes me as a tremendous benefit to the immediate neighborhood and wider Town. It would make this historic building into an even-more valuable community resource, especially in view of the church's historic commitment to love and serve our neighbors and neighborhoods.

I urge the support and approval of the church's application.

Sincerely,



Brian Emmet



December 26, 2021

Clarissa Rowe Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Clarissa,

Covenant Church is a vibrant part of everyday life in Downing Square. The happy sounds of children playing are there every school day. The flowers blooming throughout the growing season attest to the vibrancy of this very active corner in Arlington.

As I work in the garden each week, I often interact with the neighbors walking along the sidewalks there. I am thanked over and over again as many people appreciate the work done to make the garden a little taste of nature at this busy intersection. As the lead gardener of our garden ministry team I am often asked for advice from those who see the thriving garden about how to improve their gardens at home.

I am in support of the proposed accessibility project as it will continue to allow Covenant Church to better serve Arlington residents. Beauty should be accessible both outside and in. Many more will be able to come to our building as we provide accessibility.

Sincerely yours,

Nancy Utter Lead Gardener at Covenant Church  
35 Alton Street  
Arlington, MA 02474



## Housing Corporation of Arlington

252 Massachusetts Avenue, Office, Arlington, MA 02474

tel: 781.859.5294

fax: 781.859.5632

info@housingcorporationarlington.org

www.housingcorporationarlington.org

Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington MA 02476

From: HCA Board


Dear Clarissa,

We, as the Board of Directors of the Housing Corporation of Arlington, are writing in support of the Covenant Church and their application for CPA funding assistance for an accessible entrance and accessible restroom.

As you know, HCA recently held an event to celebrate the opening of our new buildings across the street from the church. We were so grateful that the Church reached out to us to ask if they could assist. Being able to have our speakers in the church, instead of the outside in the cold, was wonderful. The Church's warmth and hospitality was well appreciated.

Collaborating with Pastor Zack Phillips on staging the event was a joy. We can see other groups wanting to work with the Church in the future and the church being a central part of that community. But having the event inside the church also made it evident that there is a *significant* need for improvements to make the church more accessible to anyone with mobility issues. Funding assistance from the CPAC could make that happen. Thank you for your consideration.

Sincerely, on behalf of the Board



Thomas Nee, President

Neal Mongold, Vice President	Jonathan Wallach, Treasurer	Deirdre Westcott, Clerk
Jan Blodgett, Member	Jack Cooper, Member	Matthew Pierce, Member
Frank Tadley, Member	Manuel Bolivar, Member	Abhidnya Kurve, Member

*Housing. Community. Affordability.*



**Housing Corporation of Arlington**

Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington MA 02476

Attn: Clarissa Rowe

To The Acting Chair,

I am writing on behalf of the Covenant Church and their application for CPAC funding assistance for an accessible entrance and accessible restroom.

Housing Corporation of Arlington (HCA) recently held an event at our new buildings across the street and the Church reached out to us to assist in any way they could. Straight away it was clear that having our speakers at the Church was preferable to being outside and the Church's warmth and hospitality was well appreciated.

Understanding their need for an accessible entrance and restroom was evident. Collaborating with Pastor Zack Phillips on staging the event was a joy. I can see other groups would want to work with the Church in the future.

Funding assistance from the CPAC could make that happen. Thank you for your consideration.

Sincerely,

Frank Tadley  
Board Member, HCA  
260 Massachusetts Ave. #8  
Arlington, MA 02474  
(781)799-2285

Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington MA 02476

December 17, 2021

Dear Ms. Rowe,

I am writing in support of Covenant Church of Arlington's application for a grant to increase handicap accessibility to the building located at 9 Westminster Avenue.

I currently serve as the Executive Director of New Covenant School, Inc., an independent 501 ©(3), preschool through Grade 5 day school, founded by members of Covenant Church and approved as a private school system by Arlington in 1985. The school's central office and elementary program is housed at 9 Westminster Ave. Currently, the school serves approximately 60 elementary students and their respective families from Arlington and the surrounding areas. The building's lack of handicap access has posed certain challenges over the years to accommodate children with physical limitations or injuries and members of their families. The school fully welcomes the opportunity to have increased accessibility to support the community we serve. Creating handicap accessibility will allow NCS opportunities to open our doors to more children and offer continued hospitality and service to our neighbors. NCS has a strong history and commitment to service learning and has partnered with many organizations in Arlington and the surrounding area. Increased handicap accessibility will certainly support our students and their meaningful work within the community.

Please do not hesitate to contact me if I can be of further assistance in this matter.

Best regards,



Victoria Landers, J.D.

Executive Director



*A Christian day school for Preschool – Grade 5*

December 16, 2021

Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington MA 02476

Dear Ms. Rowe:

New Covenant School, founded by Covenant Church in 1985, moved into our current facilities at 9 Westminster with the church in 1996. My involvement with the school has been as parent, teacher, principal, and currently as spiritual director. The school has worked hard to develop relationships within the Arlington community that are mutually beneficial. Here are just some of the ways in which the school has tried to serve Arlington:

- We have had a strong relationship with Sunrise Assisted Living of Arlington for the past 20 years. Ten different groups of students have interviewed and written the life stories of some of the residents. We have performed concerts and plays, shared student work, played board games, and have an ongoing commitment to serving the residents there. We would love to invite some of our Sunrise Assisted Living friends to our building, but many of them would not be able to navigate the steep steps.
- Teachers met with members of the Mill Brook Linear Park Study Group to understand the vision for the park. The students studied the report and made a presentation to our community to gather support.
- One of our classes worked with the Recycling/Trash Department to increase the recycling in the building and create a composting program.
- Another class worked with the Trees and Parks Department to care for newly planted trees on Westminster Ave and create a brochure and posters that were displayed at the Arlington Library educating residents about the emerald ash borer, a dangerous invader of ash trees.
- We've worked with the Conservation Department to pick up litter and to weed out invasive species on Mount Gilboa.

As a school in the Arlington Community, we strongly support the efforts of Covenant Church to become more handicap accessible. As a school housed in the building, it would only increase our own ability to serve our students and extended community.

Sincerely,

Joanna Levy, Spiritual Director

Main Office & Elementary Campus: 9 Westminster Avenue, Arlington, MA 02474

Preschool Campus: 480 Lowell Street, Lexington, MA 02420

781-643-5511 | [newcovschool.org](http://newcovschool.org)



12/18/2021

*Clarissa Rowe*

*Acting Chair*

*Community Preservation Act Committee*

*730 Massachusetts Ave.*

*Arlington MA 02476*

*The Covenant School, faculty, students and their family members have been highly instrumental in providing intergenerational support to our residents here at Sunrise Assisted Living of Arlington over the past fourteen years. They have provided our residents with Bible Study in our Community led by their Church members, caroling during the Holiday Season by the entire Church; students, faculty members and families leading our residents in Holiday sing-a-longs bringing the spirit of the season with their generosity of song and good will.*

*They volunteered in our Community with Biography Groups where students paired with our residents to conduct in-depth interviews over a period of months in order to present them in book form the "Legacy of Their Lives", which is a priceless gift of family history that has been passed down from generations to live on in their families. The bonds created by these students, teachers and family members lasted well after the school year ended with students and their family members visiting the residents on holiday occasions and bringing cards and flowers on their Birthdays. Gifts of genuine love and support which cannot be measured in monetary standards.*

*On behalf of myself and the residents here at Sunrise of Arlington we wish that you approve their grant application as they have served our senior community with love and dedication over the years.*

*Sincerely,*

A handwritten signature in dark ink, appearing to read "Mary M. Morgan".

*Mary M. Morgan*

*Activity & Volunteer Coordinator*



12/21/21

Clarissa Rowe, Acting Chair  
Community Preservation Act Committee  
730 Massachusetts Avenue  
Arlington MA 02476

Dear Ms. Rowe,

I, Spadley Jean-Calixte, the Director of Recreational Therapy at Vero Health & Rehab of Watertown, am writing on behalf of Covenant Church at 9 Westminister Avenue in Arlington to express support for their application for CPAC funds. Their goal is to help provide an accessible entrance and accessible restroom in their 1899 building.

Zack Phillips, who is the pastor of Covenant Church along with a few members of the church have been conducting Bible study for the residents at Vero Health & Rehab of Watertown every Thursday at 11 AM for the past couple of years. The residents appreciate Zack and his crew very much.

The CPAC funds will make them a more welcoming facility. Also, it will give them the ability to invite people with disabilities while maintaining their dignity in the process.

If you have any questions, I can be reached at (617) 924-1130 Ext. 35

Sincerely,

Spadley Jean-Calixte

## Brief Project Description and Rationale (from Pre-Application)

Covenant Church was originally constructed as the Arlington Heights Baptist Church in 1899. Located prominently in Downing Square, this facility serves as a gateway into the Mount Gilboa / Crescent Hill Historic District. This neighborhood church represented the "solidification of the growing community in the western part of Arlington" as noted in the inventory form on file in the Massachusetts Cultural Resource Information System database (MACRIS Arl.139). Designed in the Queen Anne style, it was raised up one story in 1909 when a new first floor level was constructed and, in 1954 during the post-World War II baby boom era, a three-story classroom addition was built on the north side of the church structure into the hillside.

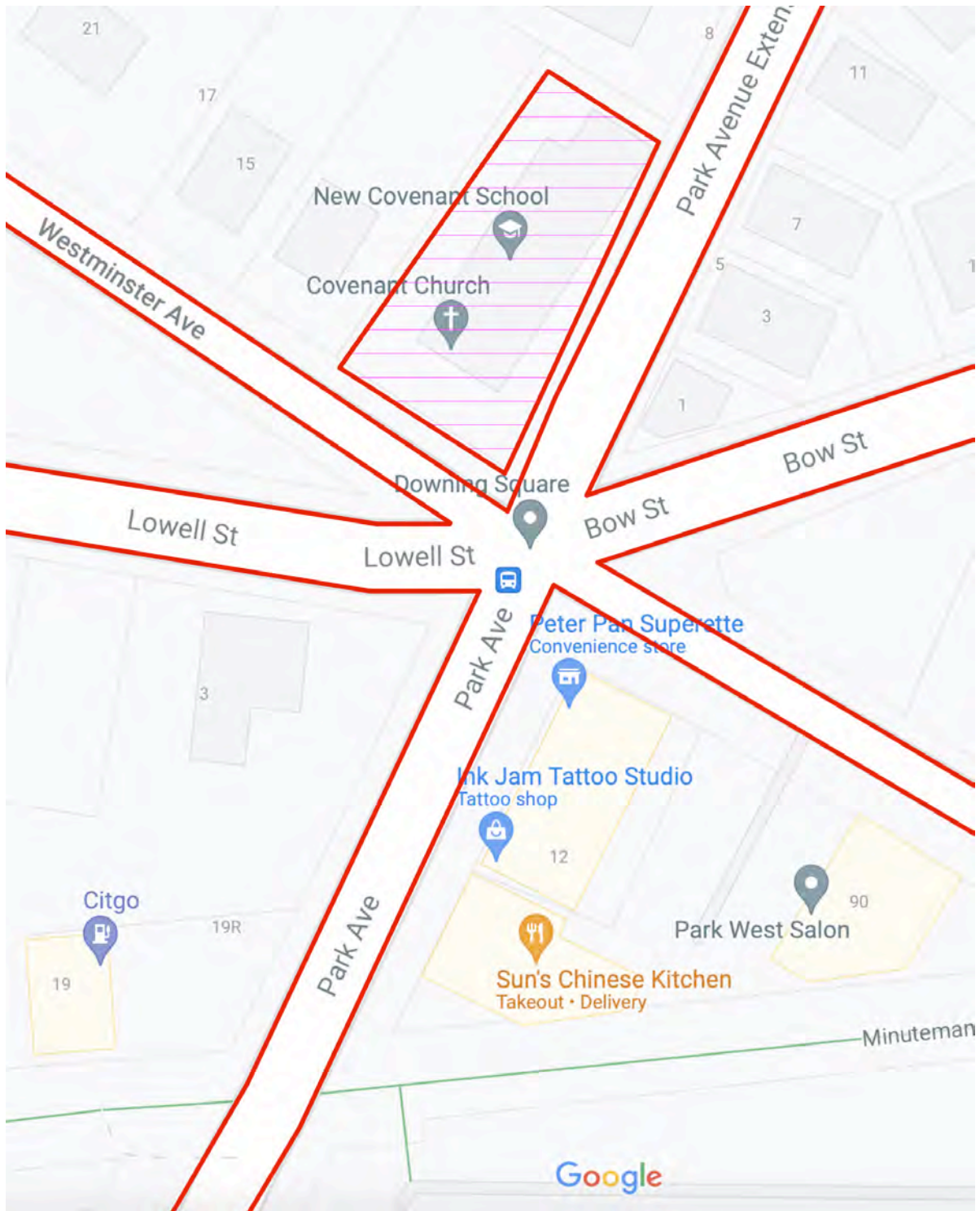
In keeping with guidelines in the "Secretary of the Interior's Standards for the Treatment of Historic Properties," this facility has retained its original use as a church, assuring the preservation of its character. The Arlington Heights Baptist Church sold the building to Covenant Church in 1994. Covenant Church was established in 1975 by a group of Harvard graduates who decided to stay in touch and raise their families together in the area. They founded an elementary school in 1985, and both uses have been in this facility since purchasing it from the original congregation. A vibrant center of faith and education, the church serves families and individuals within Arlington and the surrounding towns.

The proposed project seeks CPA funds to assist with the provision of an accessible entrance and restroom in the facility. Built into the foot of Mount Gilboa, the steeply sloping site has a significant grade change from Westminster Avenue up to the front entrance. Similarly, the uphill grade of Park Avenue Extension and its narrow two-lane roadway does not allow any space for parking or for an accessible drop-off space. Currently, mobility-challenged visitors walk up the sidewalk along Park Avenue Extension and circle back to the front entrance. The project proposes to provide an accessible route to the front doors via the Park Avenue Extension sidewalk. Additionally, the two restrooms in the front lobby of the facility will be reconfigured into two gender-neutral restrooms, one of which will be accessible.

These proposed alterations are in keeping with allowable spending in the "Historic Resources" category for CPA funding. This project will provide improvements in compliance with the Massachusetts Architectural Access Board regulations (521 CMR) while preserving important character-defining features. This project will help the church better serve those with mobility difficulties in the church, school, and community. This will also provide more adequate facilities to serve our adjacent neighbors at Sunrise Assisted Living and the two Downing Square projects recently completed by the Arlington Housing Corporation.

The following supplemental information is attached for illustrating the project:

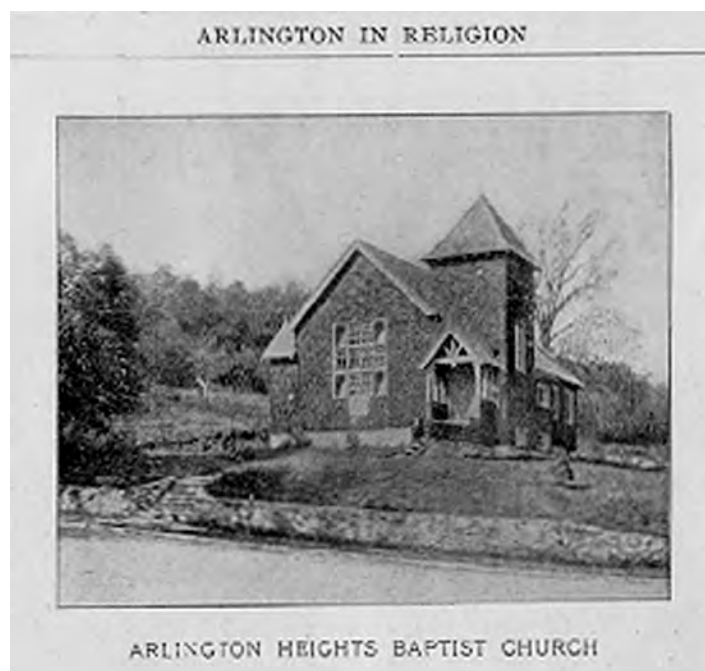
- Locus Plan
- Historic Photos
- Photos of Existing Conditions
- Plan Drawings of Proposed Work
- Proposed Budget and Timeline



*Locus Plan of Site at NW Corner of Dudley Square*

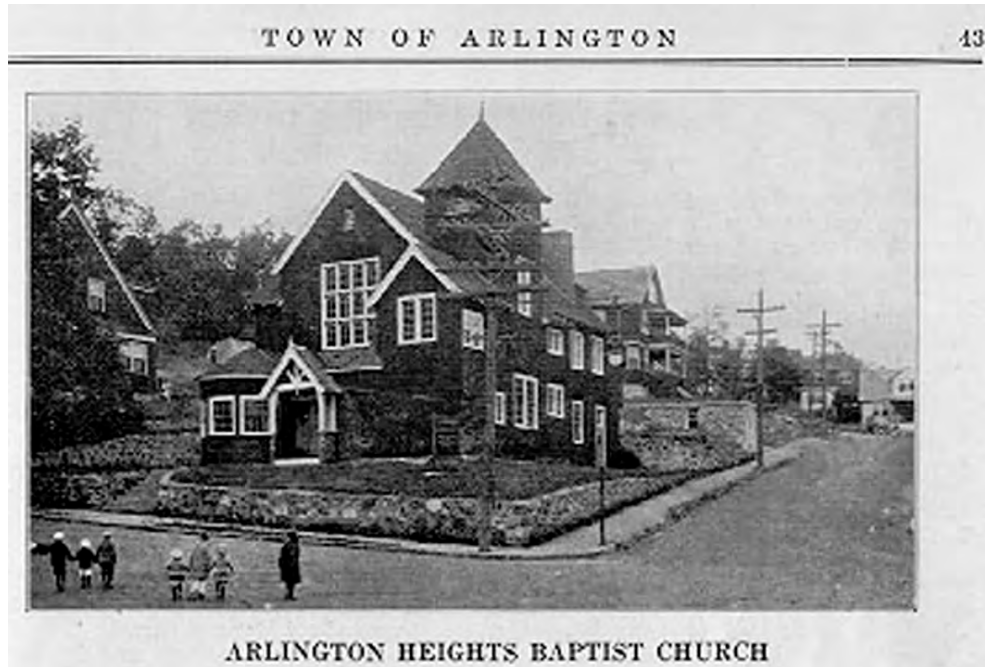


Undated Postcard of 1899 Original Building; Image Was Also Published in Dec. 30, 1899 Arlington Enterprise  
Source: Robbins Library Historical Collection



Circa 1907 Photograph from "Arlington in Religion" Section of the Official Souvenir Program of the Centennial Anniversary of the Town of Arlington 1807-1907 / Source: Robbins Library Historical Collection





Circa 1925 Photograph from The One Hundred and Fiftieth Anniversary of the Town of Arlington's Part in That Memorable Struggle of April 19, 1775 / Source: Robbins Library Historical Collection



Current Photograph of Covenant Church from Intersection  
Source: Mills Whitaker Architects

210917-IMG\_9994.JPG



*Principal Facade with Stairs Up from Westminster Avenue to Entrance Doors*

210917-IMG\_9995.JPG



*Free Standing Sign in Front Garden*

210917-IMG\_9997.JPG



*Looking Up Westminster Avenue from SE Corner of Site*

210917-IMG\_9996.JPG



*Looking Up Park Avenue Extension from SE Corner of Site*



210917-IMG\_9998.JPG



*Exit Door from Core Stairway at Connection of  
1954 Classroom Addition at Right  
to Original Church at Left*

210917-IMG\_9999.JPG



*Looking Down Park Ave Extension Sidewalk and  
Site Walkway Toward Front Entrance*

210917-IMG\_10001.JPG



*Continuation of Site Walkway Toward Front Entrance;  
Areaway Stairs Down to Boiler Room at Right*

210917-IMG\_10002.JPG



*Curving Walkway at SW Corner of Church Building  
Bordered by Low Stone Wall on South Side*

210917-IMG\_10003.JPG



*Continuation of Walkway at South Side of Church Building  
Bordered by Low Stone Wall at Left*

210917-IMG\_10004.JPG



*Front Door with Elevated Wood Landing and  
Step Up at Threshold to Interior*

210917-IMG\_10006.JPG



*Looking Northeast from Front Area Toward  
Main Entrance and Park Ave walkway beyond*

210917-IMG\_10008.JPG



*Looking Down Main Stairs Toward Downing Square;  
Corner Portion of Arlington Housing Corporation's  
New Unit at SW Corner of Park Ave & Lowell Street*

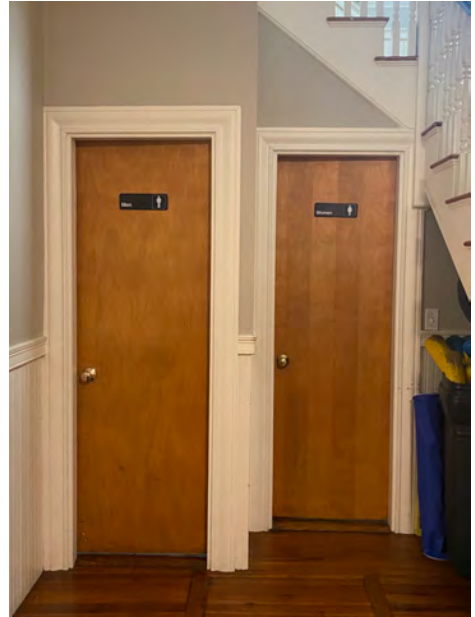


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*Stairs in Front Foyer Leading Up to Sanctuary Level at Second Floor; Restrooms Beyond to Left of Stair*

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*Single User's Men's Room at Left & Women's Room at Right*

211014-IMG\_0110.JPG

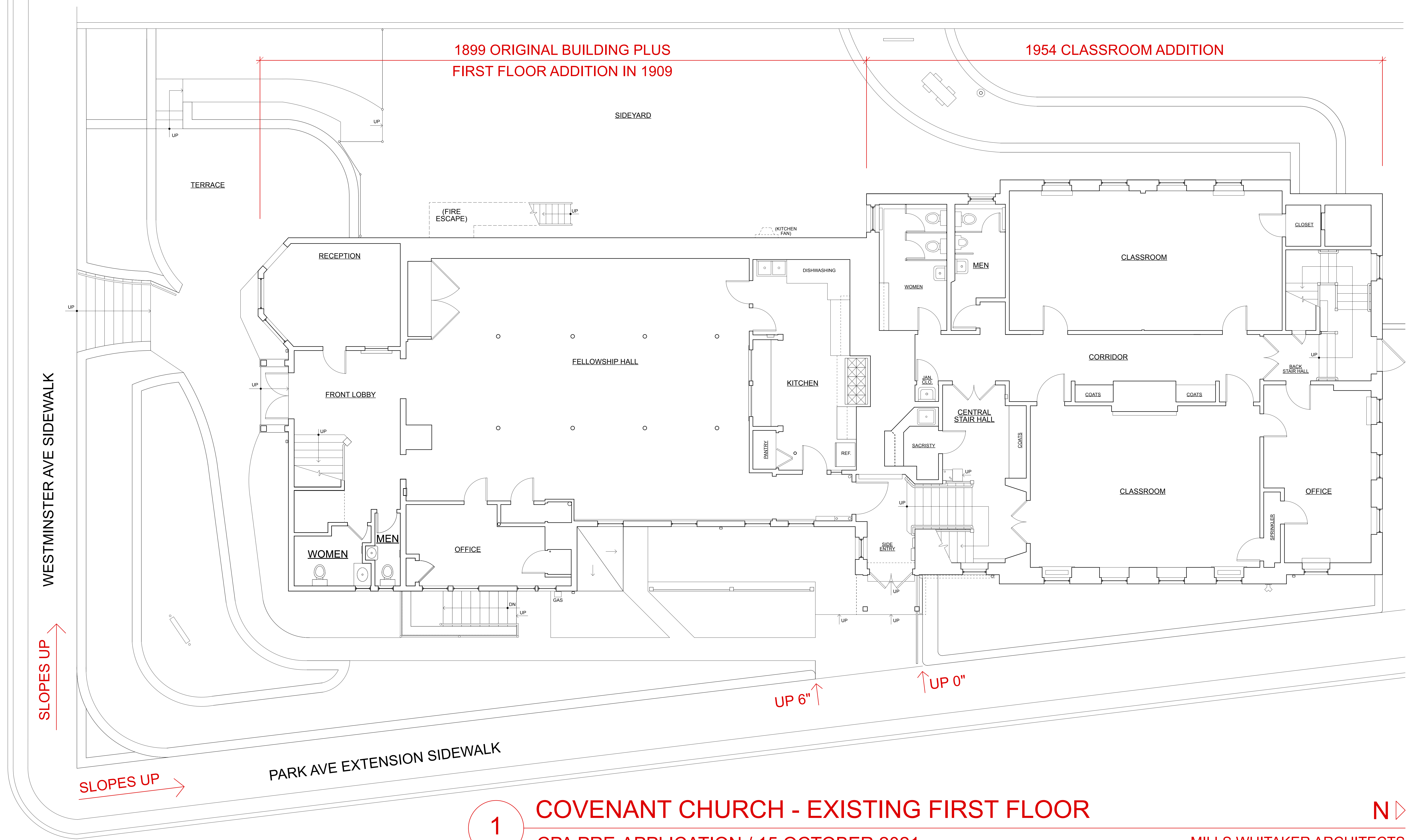


*Existing Men's Restroom*

211014-IMG\_0111.JPG



*Existing Women's Restroom*



1899 ORIGINAL BUILDING PLUS  
FIRST FLOOR ADDITION IN 1909

1954 CLASSROOM ADDITION

WESTMINSTER AVE SIDEWALK

SLOPES UP

SLOPES UP

PARK AVE EXTENSION SIDEWALK

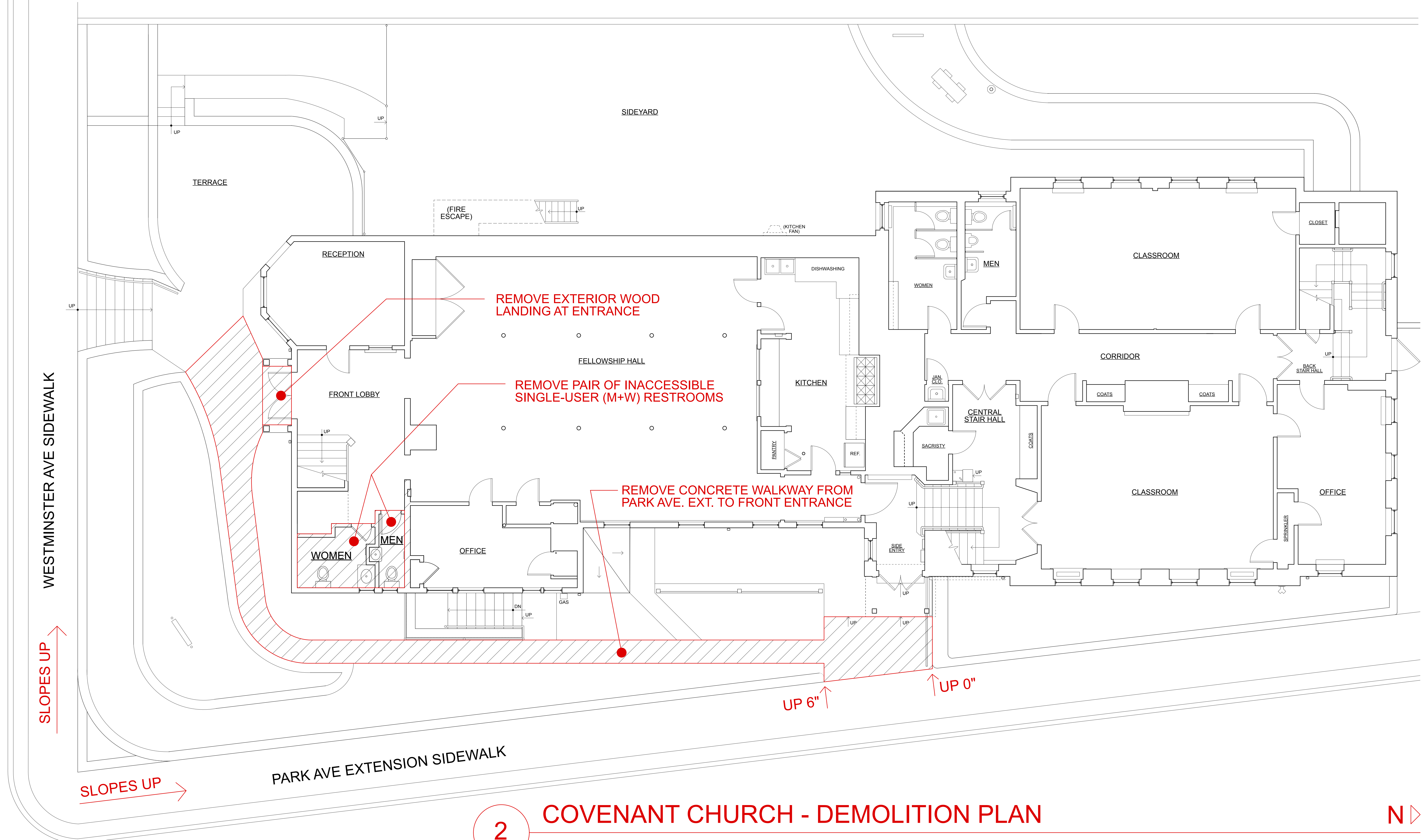
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# COVENANT CHURCH - EXISTING FIRST FLOOR

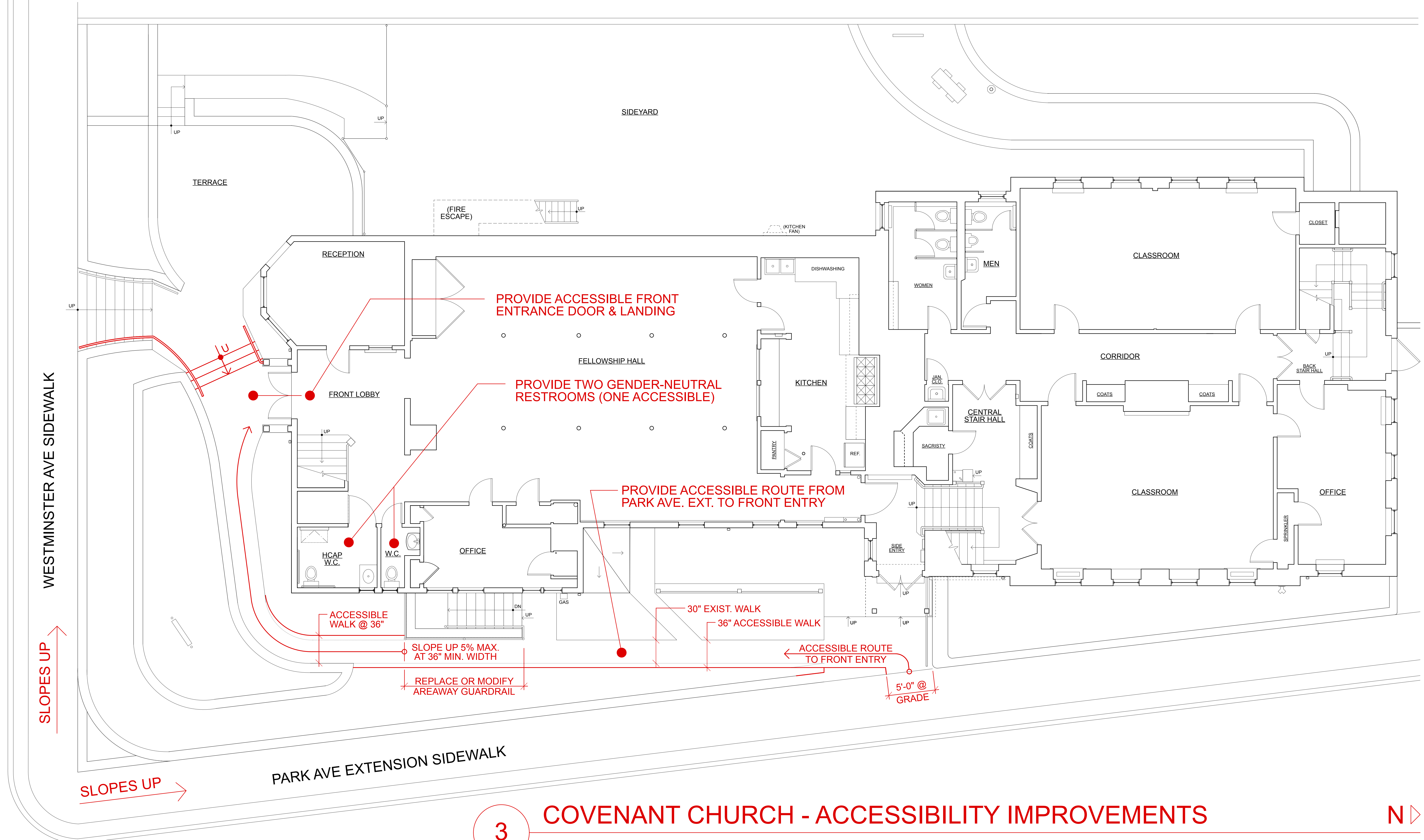
CPA PRE-APPLICATION / 15 OCTOBER 2021

N

MILLS WHITAKER ARCHITECTS







**COVENANT CHURCH - ACCESSIBILITY IMPROVEMENTS**

9 Westminster Avenue / Arlington MA 02476

Mills Whitaker Architects LLC / 15 October 2021

**Summary of Proposed Project:**

- 1) Provide accessible exterior route and make front entrance fully accessible.
- 2) Modify lobby restrooms so that both are gender-neutral and one is accessible.

WORK ITEMS	BUDGET	DESCRIPTION
<b>EXTERIOR WORK</b>		
Grading/Paving	\$25,000	Sitewalk Demolition, Regrading, Pavement & Steps
Masonry Walls	\$10,000	Stone Caps to Adjust Height of Low Wall to Follow Grade
Railings/Guards	\$10,000	Stair Railings from Westminster; Improve Areaway Guard
<b>INTERIOR WORK</b>		
Entry Door Hdwre	\$10,000	Automatic Door Operator for Pair of 30" Doors
Front Restrooms	\$35,000	Gut Renovation of Lobby Restrooms for Accessibility
<b>SOFT COSTS</b>		
Arch/Engr/Survey	\$30,000	Architect, Civil Engr, Mechanical Engr, Surveyor
Misc Expenses	\$5,000	Bidding & Project Expenses
Est. Contingency	\$25,000	20% Estimating Contingency at Conceptual Level
<b>PRELIM. BUDGET</b>	\$150,000	\$50k Covenant Church + \$100k Arlington CPAC

OUTLINE SCHEDULE	SUMMARY DESCRIPTION OF PROJECT COMPONENTS
Oct 2021	Submit Preliminary Application for Consideration
Dec 2021	Submit Final Application to CPAC if Eligible for Funding
Jan 2022	Present Project Application to CPAC for Public Review
Feb 2022	CPAC Decision if Recommending to Town Meeting
Mar 2022	CPAC Finalizes List of Recommended Projects
Apr 2022	Annual Town Meeting Starts
May - Jun 2022	Start Covenant Funded Portion: Design, Permits, Bidding
July 2022	Commence CPA Funded Portion for Project Construction
Sept 2022	Target Date for Project Completion